

**BY ORDER OF THE COMMANDER  
PACIFIC AIR FORCES**

**PACIFIC AIR FORCES INSTRUCTION  
10-211**



**4 SEPTEMBER 2013**

**Operations**

**SILVER FLAG TRAINING**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 10-2, *Readiness*, and Air Force Instruction 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*. It provides Pacific Air Forces (PACAF) guidance for the PACAF Silver Flag Exercise Site (SFES) at Kadena Air Base (AB) and guidance for units requesting technical assistance from Detachment 1 (Det 1), 554th RED HORSE Squadron (RHS), hereafter referred to as Det 1. It applies to all PACAF civil engineer, force support functionals, and to organizations receiving support from Det 1. This publication applies to Air National Guard (ANG) and US Air Force Reserve Command (AFRC) units with the exception of 1.3.5.3., 2.3.1.2, requesting support and/or training from Det 1. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, Management of Records, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

***SUMMARY OF CHANGES***

This instruction was revised to reflect the merger of PACAF and 13 AF Headquarters reflected in PACAF PPlan 11-02. **Chapter 2** was revised to permit Osan and Kunsan civil engineers to take Status of Resources and Training (SORTS) credit following Det 1 mobile Silver Flag training IAW AFI 10-210; previously they did not. **Chapter 4** was significantly revised to include specific guidance on lodging during Silver Flag and Mission Essential Equipment Training (MEET) at the PACAF SFES. This publication has been substantially revised to reflect changes in the guidelines for simulated markers. This publication has been substantially revised and needs to be reviewed in its entirety. A margin bar (|) indicates newly revised material.

## Chapter 1

### ORGANIZATION AND RESPONSIBILITIES

**1.1. General.** This instruction provides guidance for all PACAF civil engineer, contracting, and force support units for preparation and use of the SFES and for obtaining technical assistance from Det 1. The SFES is currently located at Kadena AB and is operated by Det 1. It is highly encouraged that Air Reserve Components (gained by PACAF) participate in Silver Flag training at the Kadena site. Even though curriculum is standard across the various training sites, units will gain a better understanding of PACAF's mission by attending the Kadena site.

**1.2. Mission.** The mission of Det 1 is to provide training and technical assistance to civil engineer, contracting, and force support organizations that will enable them to fulfill their unit mission. Det 1 conducts the Silver Flag program for these PACAF units to meet Status of Resources and Training System (SORTS) reporting requirements. Det 1 also provides Mission Essential Equipment Training (MEET), Mobile Contingency Skills Training (MCST), readiness support, and technical assistance.

#### **1.3. Responsibilities.**

##### **1.3.1. HQ PACAF A1R will:**

1.3.1.1. Monitor force support readiness training and issues in the Command.

1.3.1.2. Provide guidance and instruction to Det 1 on unit readiness issues and the curriculum as a result of Expeditionary and Emergency Services Program Group (EESPG) decisions.

1.3.1.3. Support specialized requirements through supply, funding, and procurement channels.

1.3.1.4. Schedule an annual Defense Connect Online (DCO) to review initiatives/policies, and seek feedback from base, squadron commanders, Det 1 personnel, and HQ PACAF/A1R.

1.3.1.5. Provide Det 1 with a cadre of highly qualified instructors.

1.3.1.6. Submit requests to PACAF/A7X outlining annual forecasts for WRM, mobility, and Command training. Approve training requirements for force support units throughout the Command.

##### **1.3.2. PACAF/A7K will:**

1.3.2.1. Monitor contracting readiness training and issues in the Command.

1.3.2.2. Select a highly qualified instructor to instruct contracting students at Det 1.

1.3.2.3. Submit requests to PACAF/A7X annual forecasts for WRM, mobility, and Command training and approve training requirements for contracting units throughout the Command.

##### **1.3.3. PACAF/A7XX will:**

1.3.3.1. Monitor engineer, contracting, and force support readiness training and issues in the Command.

1.3.3.2. Program for and provide funding to Det 1 to support Silver Flag.

1.3.3.3. Submit annual forecasts for War Readiness Material (WRM), mobility, and Command training and approve training requirements for engineer units throughout the Command.

1.3.4. Det 1 will:

1.3.4.1. Maintain a cadre of highly qualified instructors and experienced technicians to implement the Silver Flag, MEET, MCST and Technical Assistance programs.

1.3.4.2. Budget for and request funding to include replacement parts, materials and equipment.

1.3.4.3. Coordinate delivery of new items for training through HQ PACAF/A7X/A7K/A1R.

1.3.4.4. Develop lesson plans as the pilot unit for Air Force Specialty's (AFS) as agreed at the semi-annual Expeditionary Training Working Group (ETWG) with Air Force Civil Engineer Center (AFCEC) and Air Force Services Agency (AFSVA). Lesson plans will contain minimum criteria for all AFSs.

1.3.4.5. Focus curriculum on Airmen who fill unit type code (UTC) positions in line with EESPG criteria.

1.3.4.6. Coordinate annual Silver Flag training requirements with participating CE and contracting units and with HQ PACAF/A1R for FSS unit training requirements.

1.3.4.7. Coordinate dates for MCST and technical assistance. Work with the unit point of contact (POC) and notify the base civil engineer, contracting officer, and/or Force Support Squadron Commander of agreed dates.

1.3.4.8. Coordinate individual training standards to be met prior to sending an individual to training.

1.3.4.9. Not later than 15 July of each year provide a copy of the annual schedule of training dates to the HQ PACAF functional for approval.

1.3.4.10. Make all travel arrangements for instructors traveling to units and coordinate all local transportation requirements for MCST or technical assistance programs with the host unit POC.

1.3.4.11. Schedule MEET in conjunction with Silver Flag classes to maximize SORTS training opportunities for those Air Force Specialty Codes (AFSC) requiring this additional training.

1.3.5. Units will:

1.3.5.1. Develop unit training requirements based on AFI 10-201, SORTS requirements.

1.3.5.2. Submit training requirements in response to the annual Det 1 call memo, to include number of personnel requiring training by AFS and a proposed training time frame.

1.3.5.3. Identify/schedule members requiring MEET to remain at the SFES to complete their respective training. Ensure member's Contingency Exercise Deployment (CED) orders reflect the additional time required to complete the training. (Does not apply to AFRC personnel).

1.3.5.4. Civil Engineer (CE) units will submit request for reimbursement of travel costs to HQ PACAF functional NLT thirty (30) days from the date members attended last scheduled class. Requests must include:

1.3.5.4.1. List of personnel who attended Silver Flag training, indicating person's Social Security Number (SSN), whether person passed or failed, the member's travel cost, mode of travel (commercial or military airlift), and the amount of Overseas Contingency Operation (OCO) reimbursement the unit received for member's travel.

1.3.5.4.2. Legible copies of each person's travel orders.

1.3.5.4.3. A "selective" report run against the "SL" Emergency and Special Project (ESP) code in Commanders' Resource Integration System (CRIS) to reflect Defense Finance and Accounting Service (DFAS) commitments and obligations for Silver Flag expenditures.

1.3.5.4.4. If the amount being requested exceeds the bogey amount, the request must include the quoted cost for alternative travel methods as well as the date quotes were received and the date tickets were purchased. Any additional information provided will be considered as well.

1.3.5.4.5. FSS Units will submit request for reimbursements through HQ PACAF/A1R IAW HQ PACAF/A1 publish guidance.

## Chapter 2

### SILVER FLAG TRAINING

**2.1. General.** The PACAF Silver Flag program will generally take place at Kadena AB at the Silver Flag Exercise Site or its new location, when available, at Andersen AFB, Guam. The program will include initial beddown of forces, training, recovery exercise and reconstitution of equipment. Once per fiscal year Silver Flag training will take place at Osan AB and Kunsan AB and will not include an exercise. Osan AB units and Kunsan AB units can take SORTS credit during this training.

**2.2. Training.** Silver Flag training dates require involved coordination between the deploying unit and Det 1. Communication is essential. Unit planning should begin approximately six (6) months prior to deployment.

**2.3. Responsibilities.**

2.3.1. HQ PACAF/A7X, A7K, and A1R will:

2.3.1.1. Provide approved Silver Flag training schedule to units in July for upcoming fiscal year.

2.3.1.2. Review and validate requests (with exception of ANG or AFRC units) for reimbursement of travel expenses (does not include Per Diem) and distribute reimbursement funds within thirty (30) days of resolving any questions about the request.

2.3.1.2.1. Only travel expenses (not per diem) for students who successfully complete Silver Flag training, or Silver Flag and associated MEET, are eligible for reimbursement.

2.3.1.2.2. Reimbursement is not automatic. Bases must utilize ESP code "SL" when preparing travel orders, and then request reimbursement within thirty (30) days.

2.3.1.2.3. The amount of reimbursement may vary from the amount requested depending on validation and funds availability.

2.3.2. Det 1 will:

2.3.2.1. Issue a call for training in January for Active and AFRC units and in March for NGB for the following fiscal year.

2.3.2.2. Coordinate with PACAF/A7XX/A7K/A1R and unit to de-conflict draft schedule with upcoming Air & Space Expeditionary Force (AEF), 7AF Peninsula exercises, and Inspector General schedules.

2.3.2.3. Coordinate transportation from the military air terminal, Naha Airport, or Won Pat International airport (after moving to Guam) to the Silver Flag Exercise Site. Arrange for transportation support during the training week.

2.3.2.4. Publish Silver Flag Reporting Instructions with additional information and prerequisites for each AFSC.

2.3.2.5. Conduct mobile Silver Flag Training at Osan AB and Kunsan AB once per fiscal year. No later than 30 September.

2.3.2.6. Coordinate with Osan AB and Kunsan AB to ensure Silver Flag cadre is lodged on base.

2.3.3. Units will:

2.3.3.1. Assess unit training needs and request the appropriate dates based on class availability as outlined in the Det 1, 554 RHS annual call letter.

2.3.3.2. Schedule all travel reservations and arrangements from home station to Kadena AB (if flying by military air) or to Naha Airport, Okinawa (if commercial air), to include return arrangements (after moving to Guam, arrangements will be to Andersen AFB/Won Pat International Airport, Guam). Travel must provide adequate time for the team to recover from travel and begin activities on the first day of training. Ensure deploying members arrive in time to obtain adequate rest prior to the Silver Flag in-brief on Training Day 1. Make flight/travel arrangements to depart Det 1 in accordance with guidance outlined in the Silver Flag Reporting Instructions.

2.3.3.2.1. Travel arrangements are to utilize the least expensive method regardless whether it is commercial or military.

2.3.3.2.2. Ensure unused travel reservations are cancelled prior to incurring a cost.

2.3.3.2.3. Units will only be reimbursed up to their bogey amounts.

2.3.3.3. Send a team list to Det 1 at least sixty (60) days prior to the scheduled training date. The list shall include the number of team members by AFSC. The email address for Det 1 is as follows: [DET1.554RHS.KEYPERSONNEL@kadena.af.mil](mailto:DET1.554RHS.KEYPERSONNEL@kadena.af.mil) or [DET1.554RHS.KEYPERSONNEL@us.af.mil](mailto:DET1.554RHS.KEYPERSONNEL@us.af.mil).

2.3.3.4. Send a complete team roster to Det 1 at least thirty (30) days prior to training. Roster must include rank, name, SSN, gender, AFSC and security clearance.

2.3.3.5. Provide POC to work with Det 1 for the above rosters, provide travel times, and other requested information.

2.3.3.6. Ensure all personnel attending Silver Flag meet minimum requirements, complete the prerequisites and bring necessary equipment and supplies outlined in the Silver Flag Reporting Instructions for each AFS.

2.3.3.7. Ensure each individual deploys with one training chemical warfare defense (CWD) ground crew ensemble (GCE), one operational chemical protective mask, and individual protective equipment (IPE)-to include body armor, helmet, canteen, web belt, and mess kit. Additional items (safety toe boots, gloves, sleeping bag, etc.) are detailed in the Silver Flag Reporting Instructions and will vary by AFSC.

2.3.3.8. CE units will submit request for reimbursement of travel costs to HQ PACAF/A1R functional IAW procedures outlined in paragraph 1.3.5.5.

### Chapter 3

#### MOBILE CONTINGENCY SKILLS TRAINING

**3.1. General.** Mobile Contingency Skills Training (MCST) is designed to enhance the individual unit's home station training program. It is conducted at the home station of the unit and length is dependent upon the needs of the unit.

**3.2. Responsibilities.**

3.2.1. Det 1 will:

3.2.1.1. Provide a list of what training is currently available and what AFSs should attend that training.

3.2.1.2. Coordinate with each individual unit for specific training in each AFSC. Provide the minimum number of students required for each class to the POC. Provide the POC a brief description of each scheduled class.

3.2.1.3. Make all travel arrangements for instructors. Request any needed transportation support through the unit POC.

3.2.2. Units will:

3.2.2.1. Request MCST dates. See Attachment 2 for sample format.

3.2.2.2. Provide a POC to work with and support Det 1. POC will be responsible for: coordinating on-base lodging (if possible); assisting with transportation needs for the instructors; receiving material shipped for training; arranging for adequate classrooms and training space (based on needs expressed by instructors); scheduling unit personnel for training; ensuring equipment is available for training; assisting with any audiovisual and reprographic support; providing an initial orientation of installation and facilities.

3.2.2.3. Determine who, by AFSC, will attend training. Ensure personnel are notified of the training and are available to attend.



## **Chapter 4**

### **FACILITIES AND EQUIPMENT**

#### **4.1. Facilities.**

4.1.1. Lodging. Lodging during Silver Flag and MEET courses will be in small shelters (tents) located on the SFES.

4.1.2. Classrooms. Silver Flag administrative or classroom facilities will only be used for lodging during medical emergencies or severe weather conditions.

#### **4.2. Equipment.**

4.2.1. The SFES will furnish most or all tools and equipment for training conducted at the site. Specific AFSs may need to bring special tools or gear. Items students are required to bring can be found in the Silver Flag Reporting Instructions.

#### **4.3. Vehicles.**

4.3.1. Students must have a valid AF Form 2293, Motor Vehicle Operator Identification Card; a SF 346, US Government Motor Vehicle Operator's Identification Card; or a "CONTINGENCY USE ONLY" license, and be qualified to operate the equipment listed for their AFS in AFI 10-210.

#### **4.4. Travel Orders.**

4.4.1. Authorized accompanied excess baggage.

4.4.2. Authorized to travel in civilian clothing if using civil transportation.

4.4.3. Authorized essential station messing status under field conditions for Silver Flag. The proportional meal rate applies during MEET. More detailed guidance can be found in the Silver Flag Reporting Instructions.

## Chapter 5

### TECHNICAL ASSISTANCE

**5.1. Technical Assistance.** Technical assistance is designed to assist civil engineer personnel in contract project acceptance, training, troubleshooting or solving technical problems with specific facility, equipment, and utility systems. It is performed at the requesting unit's home station and length is dependent upon the needs of the unit. The technical assistance program will also support Pacific Command (PACOM) combined training events. These assistance visits will take place when Silver Flag classes are not in session. Note: Technical assistance is not a manning assistance or manpower pool. The technical assistance program applies to ANG and AFRC units within the PACAF command. However, the units are responsible for funding.

#### **5.2. Responsibilities.**

5.2.1. PACAF/A7XX with coordination from A7OM will:

- 5.2.1.1. Consolidate all requests for technical assistance and send prioritized list to Det 1.
- 5.2.1.2. Identify areas needing new classes or Det 1 support.
- 5.2.1.3. Provide funding to Det 1 to support technical assistance.

5.2.2. PACAF/A7OM will:

- 5.2.2.1. Budget for technical assistance support.
- 5.2.2.2. Publish annual technical assistance call letter to the units.

5.2.3. Det 1 will:

- 5.2.3.1. Maintain a list of available assistance capabilities for each AFS and coordinate with units for specific training or assistance needs.
- 5.2.3.2. Provide technical assistance/training to units to enhance the maintenance of CE-unique War Reserve Materiel (WRM) equipment stored throughout the Command.
- 5.2.3.3. In-brief/out-brief unit Commander on findings and recommendations. Document each assist with a summary trip report. Provide PACAF/A7XX with a copy of the report.

5.2.4. Units will:

- 5.2.4.1. Request technical assistance at any time by letter to PACAF/A7XX with an informational copy to Det 1. See Attachment 3 for letter format.
- 5.2.4.2. Provide a POC to work with and support Det 1. POC will be responsible for coordinating on-base lodging (if possible); assisting with transportation needs of Det 1 personnel; receiving material and equipment shipped for assistance; arranging for adequate support space (based on needs expressed by instructors); arranging for proper personnel to support the assistance effort; ensuring home station equipment and supporting utilities are available.

5.2.4.3. Identify who will be attending and working with Det 1 on the assistance. Provide names and telephone numbers of these personnel to Det 1.

JOHN R, LOHR, Colonel, USAF  
Director, Installations and Mission Support

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

None

***Prescribed Forms***

None

***Adopted Forms***

None

***Abbreviations and Acronyms***

**7AF**—Seventh Air Force

**A1R**—Readiness Division

**A7O**—Operations Division

**A7K**—Contracting Division

**A7X**—Readiness and Emergency Management Division

**AB**—Air Base

**ACC/A7X**—Air Combat Command Readiness Division

**AEF**—Air & Space Expeditionary Force

**AFI**—Air Force Instruction

**AFCEC**—Air Force Civil Engineer Center

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AFS**—Air Force Specialty's

**AFSC**—Air Force Specialty Code

**AFSVA**—Air Force Service Agency

**ANG**—Air National Guard

**BEEF**—Base Engineer Emergency Force

**CE**—Civil Engineer

**CED**—Contingency Exercise Deployment

**CES**—Civil Engineer Squadron

**CRIS**—Commanders Resource Integration System


**CWD**—Chemical Warfare Defense  
**DCO**—Defense Connect Online  
**DET 1**—Detachment 1  
**DFAS**—Defense Finance Accounting Service  
**EESPG**—Expeditionary and Emergency Services Program Group  
**ESP**—Emergency and Special Project  
**ETWG**—Expeditionary Training Working Group  
**GCE**—Ground Crew Ensemble  
**HQ PACAF**—Head Quarters Pacific Air Forces  
**HQ PACAF A1R**—Head Quarters Pacific Air Forces, Manpower Readiness Division  
**HQ PACAF/A7O**—Head Quarters Pacific Air Forces, Operations Division  
**HQ PACAF/A7OM**—Head Quarters Pacific Air Forces, Functional Management Branch  
**HQ PACAF/A7XX**—Head Quarters Pacific Air Forces, Expeditionary Operations Branch  
**IAW**—In Accordance With  
**IPE**—Individual Protective Equipment  
**MCST**—Mobile contingency skills Training  
**MEET**—Mission Essential Training  
**OCO**—Overseas Contingency Operation  
**OPR**—Office Primary Responsibility  
**PACAFI**—Pacific Air Force Instruction  
**PACOM**—Pacific Command  
**RDS**—Records Disposition Schedule  
**RHS**—RED HORSE squadron  
**SFES**—Silver Flag Exercise Site  
**SORTS**—Status of Resource Training System  
**SSN**—Social Security Number  
**UTC**—Unit Type Code  
**WRM**—War Readiness Material

## Attachment 2

## SAMPLE TRAINING REQUEST

A2.1. Email to DET1. [554RHS.KEYPERSONNEL@kadena.af.mil](mailto:554RHS.KEYPERSONNEL@kadena.af.mil)

Figure A2.1. Sample Training Request


	<b>DEPARTMENT OF THE AIR FORCE</b> <b>PACIFIC AIR FORCES</b>
<p>Date:</p>	
<p>MEMORANDUM FOR: DET 1, 554 RHS/CC Unit 5184 APO AP 96368-5184</p>	
<p>FROM: (Unit and address)</p>	
<p>SUBJECT: (Type of training required)</p>	
<p>1. Training required, number to be trained, location to be trained and time frame of request.</p>	
<p>2. Reason for the training request.</p>	
<p>3. Resources base can provide (i.e., training area or vehicles)</p>	
<p>4. POC: Name, DSN, fax and/or E-mail address.</p>	
<p>(Signature Block) Commander</p>	
<p>cc: (PACAF Readiness Functional)</p>	

## Attachment 3

## SAMPLE TECHNICAL ASSISTANCE REQUEST

A3.1. Email to [ET1.554RHS.KEYPERSONNEL@kadena.af.mil](mailto:ET1.554RHS.KEYPERSONNEL@kadena.af.mil)

Figure A3.1. Sample Technical Assistance Request

	<b>DEPARTMENT OF THE AIR FORCE</b> <b>PACIFIC AIR FORCES</b>
MEMORANDUM FOR HQ PACAF/A7OX	
FROM: (Unit and address)	
SUBJECT: Request for Technical Assistance	
1. Reason for request	
2. Assistance Information	
a. Base/Building #/Name	
b. Type/Size of building - (2 story dorm/10,000 sf)	
c. Type/Size of system (VAV, AHUs, chiller)	
d. Based on verification from engineering and maintenance engineering, the problem is not scheduled for repair through a different method (i.e. demolition, remodeling), engineer's name and # will suffice.	
e. Assistance base will provide (vehicles, tools, manpower).	
3. Time frame for requested assistance and urgency.	
4. POC: Name, DSN, fax and/or E-mail address.	
	(Signature Block) Commander
cc: Det 1, 554 RHS	